



Duty Statement

Classification: **Associate Governmental Program Analyst**

Position Number: **275-142-5393-007**

HCM#: **6836**

JC-310537

Branch/Section: **Communications & Stakeholder Relations, Office of Stakeholder Relations, CalPERS Diversity Outreach Program**

Location: **Sacramento, CA**

Telework: **Office-centered**

Working Title: **Diversity & Inclusion Practitioner**

Effective Date: **June 1, 2022**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ Yes ☒ No

The CalPERS Diversity Outreach Program (CDOP) helps develop inclusive leaders who can effectively create and sustain a culture of inclusion with the changing demographics of the CalPERS workplace and marketplace from Millennials to traditionalist, from different sexual orientations to different cultures. CDOP's unique approach to diversity, equity, and inclusion (DEI) utilizes a combination of the following: consulting, workshops and outreach, educational toolkits, resources, and support tools. Our services are customized to our workforce needs and help to promote a CalPERS culture of inclusion, engagement, and high performance. The promotion of inclusive behaviors encourages employees to do their best work, which directly impacts CalPERS business priorities.

Under the direction of the Diversity Outreach Program Manager / Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) / Diversity & Inclusion Practitioner provides high-level support services for CDOP. The incumbent exercises a high degree of sound judgment, originality, and initiative in completing assignments.

The incumbent performs the following duties and related work:

Essential Functions

- 35% Organize, develop, and present training activities/workshops designed to support DEI initiatives. Independently design, develop, conduct, update, schedule and evaluate DEI training courses to support DEI initiatives including consulting with numerous internal and external resources and developing and updating all materials, including but not limited to, instructional objectives, instructor guides, learning aids, and participant materials. Prepare post training surveys and provide results to management. Responsible for planning and providing DEI training on a wide range of topics. Coordinate training material with trainers and/or vendors. Maintain training records and tracking systems. Assist in the development of curriculum for training courses and make recommendations to upper management to enhance the training experience. Responsible for conducting research to develop training content and materials. Research various topics related to DEI, prepare session material, and facilitate trainings, presentations, and workshops.
- 35% Serves as an Advisor over the CalPERS Diversity and Inclusion Group (CDIG) and CalPERS Disability Advisory Committee (CDAC). Coordinate the activities of CDIG and CDAC including but not limited to processing the agendas, meeting notices, and activities. Assist with the coordination and facilitation of the monthly ERG meetings. Interact effectively with the ERG Officers and committee members. Facilitate communications and outreach by collaborating at various levels of the department to foster committee engagement and participation. Attend all committee meetings and facilitate discussion when needed. Create,

review and route materials for approval as required. Analyze and report on committee attendance and performance metrics, identify trends and recommend areas for improvement. Responsible for providing logistical and administrative support to the committee, including distributing meeting notices and reminders, reserving facilities, and setting up meetings. Serve as a project manager on various department-wide inclusive activities that support the ERGs.

Utilizing the SharePoint software, manages the Program's intranet website ensuring accurate and timely communication of information including articles, events, and materials. Works in collaboration with PAOF to develop communication for DEI calendar project and marketing materials related to DEI activities. Develops and drives social media efforts and website content focused on DEI. Writes and publishes concise, creative website content. Coordinates content review and approval while proactively managing the process to meet deadlines.

- 20% Serves as the CDOP representative to cross-functional teams. Coordinate and support the maintenance of enterprise plans and strategies to guide the department in meeting its DEI goals and objectives. Serves as a project manager and monitors, plans, and coordinates DEI initiatives and strategies deployed at CalPERS that align with DEI strategic plan goals and objectives. Serves as a consultative resource to CalPERS related to DEI. Conduct appropriate research and analysis of industry best practices to ensure successful implementation and adoption of DEI activities and organizational development initiatives. Remains current on DEI topics and identifies ways to maximize DEI at CalPERS. Support various departmental project teams to ensure timely implementation of goals, objectives, and agreed upon deliverables. Lead, plan, organize focus groups, workshops, and meetings to engage staff and management in sustaining CalPERS mission, vision, core values and strategic objectives as outlined in the strategic plan. Perform necessary research to gather pertinent information and consult with all who may be affected by various program and policies change as a result of DEI initiatives implementation.
- 10% Writes for various enterprise projects and annual reports such as the Commitment to D&I Report and Board report. Performs other duties as required.

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

Desirable Qualifications

- Knowledge of D&I best practices
- Knowledge of federal and state Civil Rights laws
- Strategic thinking and ability to analyze complex data
- Experience working with team members, managers, and executives
- Ability to deliver recommendations on complex and sensitive topics to senior management
- Experience in project management
- Experience in diversity, equity and inclusion related education and training
- Ability to conduct presentations and trainings to all levels of an organization
- Strong interpersonal and verbal communication skills.

- Strong written communication - including creating web content in SharePoint software
- Ability to effectively manage projects and multiple priorities
- Ability to establish and maintain effective and positive working relationships

Working Conditions

- Cubicle workstation environment

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature: _____ **Date:**

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:**